



Classification: Associate Governmental Program Analyst	Position No. 3300-5393-803
CBID: R01	Office: Energy Systems Research Office
Date Prepared: March 2019	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☐ NO ☒

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the general direction of the Energy Resources Specialist III (Supervisory), the incumbent serves as part of interdisciplinary and/or interdivisional teams, to implement the Research and Development (R&D) Program. Plans, organizes, implements, and reports on all R&D Program activities relating to the development of innovative clean energy generation projects for California's electricity and natural gas systems. Performs a variety of budgetary and programmatic consultative, complex, analytical, and contract management services to support public interest energy RD&D funding; manages non-technical projects; and consults with experts in the field. The goal of the R&D Program is to fund electric and natural gas public interest investments that provide California ratepayer benefits, defined as greater system reliability and efficiency, lower system costs, increased safety, and a cleaner environment.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
30%	<u>Financial Administration.</u> Performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of the program dollars maintained within the division's internal database applications. Performs a variety of complex technical analytical budget work for the multiple funding programs. Researches, analyzes and applies appropriate budget methodologies in the overall administration, oversight and monitoring of program dollars, which includes the complete life cycle of its fiscal systems from allocation, encumbrance, expenditures, reconciliation, and closing accounts. Manage all R&D Program accounts and prepare fiscal reports for R&D Program management, including work plans, budget plans, allocations, and program encumbrances/expenditures for R&D projects and technical support. (E)
20%	<u>Budget Maintenance.</u> Identifies and corrects budget anomalies in coordination with program staff and managers. Reviews, analyzes, and reconciles the division's internal database applications to the Budget Office's figures. Reviews, approves, and posts complex transactions. Participates in fiscal drills by coordinating responses from program staff and managers, reviewing for fiscal integrity and consistency with approved budgets and accepted fiscal costing methods. Researches and responds to information requests. Prepares future spending projections with a schedule of project encumbrances. Provides both oral and written fiscal reports to the R&D Program management team, make recommendations on budget matters to R&D Program management, and analyzes proposed legislation and CPUC directives to determine funding impact on R&D programs. Provides fiscal and project data for audits and a variety of other information requests. (E)

DUTY STATEMENT

CEC-004 (Revised 01/2019)



20%	<u>Agreement Development.</u> Provides consultation to R&D Program staff in the development of funding agreements which includes, but is not limited to the work statement, budget, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize the funding agreement document for projects within the R&D Program. Participates in team meetings with the Legal Office, Contracts Office or Grants and Loans (CGL) Office and the R&D Program Commission Agreement Manager (CAM) to assist with finalizing funding agreement packages. (E)
15%	<u>Agreement Management.</u> Prepares the work statement, budget, schedule, and special conditions, and other materials necessary to finalize the funding agreement for grants and contracts. Establishes and maintains a business relationship with the recipient/contractor; approves agreement amendments; receives and reviews monthly progress reports and technical products/deliverables. Verifies that all agreement terms and conditions have been met before approving invoices, and, if necessary, disputes a particular invoice; reviews work performed; and makes site visits. Briefs (both orally and in writing) office, division, and Energy Commission management on the agreement status. (E)
10%	<u>Agreement Streamlining.</u> Assesses the need for new or improved R&D Program processes related to developing funding agreements based on current policies and procedures by making recommendations to address the issue(s), which could result in updated templates or a streamlined process. Creates new forms and templates, as needed; updates the step-by-step process instructions and template guidelines; and prepares any necessary requirements to update division's internal database applications functions, including: prepares written requirements for database updates; works with the ITSB programmer to implement database changes that modifies the business application for process management, navigation, and reporting related to program solicitations and agreements; tests new database functions; updates program database guidelines; prepares email announcements to notify R&D Program staff of new database changes. Prepares training materials related to agreement processes and utilizing the internal database applications, including: updates CAM Desk Manual, develops training modules, develops training presentations, and provides training classes to all levels of staff. (E)
5%	Other duties as required consistent with the specifications of the classification. (M)

WORKING CONDITIONS: The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Candidate Date </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Associate Governmental Program Analyst </div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Jesselyn Rosales Date </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Energy Resources Specialist III (Supervisory) </div>		